Course: 521-SQIM   **Version:** 1   **Delivery Group:** A   **Phase:** 1
Course Name: First Sergeant Course
Management Category: Distance Learning   **Preparation Date:** 28 Oct 2002
Status: Commandant Approved   **Optimum Class Size:**   140

Program of Instruction Cover Page

Total Computed Academic Hours: 59.5

Fiscal Year: 2001   **Fiscal Year Quarter:** 1

Status Change Date: 13 Nov 2002

Approval Date:

Approval Authority:

MACOM Validation Date:

Manpower Validation Date:

Course Supersession Information: 521-SQIM (FSC) and 400-FSC (FSC-RC).

Phase Supersession Information:

Foreign Disclosure: FD1. The materials contained in this course have been reviewed by the course developers in coordination with the USASMA foreign disclosure authority. This course is releasable to students from all requesting foreign countries without restrictions.

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Course: 521-SQIM   **Version:** 1   **Delivery Group:** A   **Phase:** 1
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Preface Page

Fiscal Year: 2001   **Fiscal Year Quarter:** 1

Status: Commandant Approved

Status Change Date: 13 Nov 2002

Training Location(s): (400)   Sergeants Major Academy

Specialty: EM   First Sergeant

Supporting ITP: None

TATS-Course: Yes

Purpose: To train master sergeants and sergeants first class to perform both tactical and garrison-related first sergeant duties with emphasis on battle focused training, support of tactical operations, day-to-day problem solving, soldier family care, and communications skills.

Course Scope: A scenario driven, performance oriented course of instruction designed to prepare sergeants first class and master sergeants for positions of responsibility as unit first sergeants. Major subject areas include: unit personnel management and administration; leadership, discipline, and morale; logistics, maintenance, and security; physical training; and operations and training.

Phase Scope: Phase I material consists of 1 CD ROM or a paper based pre-resident training packet. This phase consists of a scenario driven, performance oriented course of instruction designed to prepare sergeants first class and master sergeants for positions of responsibility as unit first sergeants. Major subject areas include: unit personnel management and administration; communication; leadership, discipline, and morale; logistics, maintenance, and security; physical training; and war fighting skills.

Course Prerequisites: Students in rank of SFC must be graduates of ANCOC and must complete one year of service after graduation from ANCOC prior to attending FSC. All students must meet the physical fitness standards in AR 350 41, the weight standards in AR 600 9, and be physically qualified or meet the physical qualifications with a waiver according to AR 40 501.

Phase Prerequisites: Senior noncommissioned officers in the grade of SFC or MSG selected to be first sergeants or Detachment Sergeants. All first time first sergeants will attend the First Sergeant Course (FSC) within a one year window beginning six months prior to assumption of first sergeant duties.

Special Information: The U.S. Army Training and Support Center will send the phase I preresident training packet to students in reservation status on ATRRS for FSC-TATS at least 60 days prior to the start of phase II. The phase I preresident training packet requires students to research various subject areas on their own. Students must pass an end of phase test before entering into phase II training.

Security Clearance: Unclassified

Course Length–   **Weeks:** 3   **Days:** 1   **Hours:** 0

Course: 521-SQIM   **Version:** 1   **Delivery Group:** A   **Phase:** 1
Course Name: First Sergeant Course
Management Category: Distance Learning   **Preparation Date:** 28 Oct 2002
Status: Commandant Approved   **Optimum Class Size:** 140

Computed ICH: 595.0

Adjusted TOMA ICH: 0.0

Adjusted MRAD ICH: 0.0

Class Sizes –   **Optimum:** 140   **Minimum:** 120   **Maximum:** 160

Academic Hours	Computed	Adjusted
Unique:	59.5	
Shared:		
Total:		

Instructor : Student – Worst Case: 1:14

Estimated Flight Hours: 0

Validation Code:

Manpower Estimate: 0

Hours Developed by Others: 0

Hours Conducted by Others: 0

Course Type Code: 05 Enlisted Functional

ITRO Code: Q   Quota Course/Non-ITRO

Contract Code: N   Not a Contract Course

MACOM Validation Date:

Manpower Validation Date:

Training Start Date: 01 Oct 2001

Proponent
Design and Development: Sergeants Major Academy (400)
Instructor Provided Support: Sergeants Major Academy (400)
Army Course Proponent: Sergeants Major Academy (400)
Training Evaluation Proponent: Sergeants Major Academy (400)

Course Remarks: SPECIAL INFORMATION: This is a two-phased course. The U.S. Army Training and Support Center (ATSC) will send the phase I preresident training packet to all students with reservations on ATRRS for FSC-TATS at least 60 days prior to the start of phase II. The phase I preresident training packet requires students to research various subject areas on their own. Students must demonstrate mastery of those subject areas before entering into phase II training. Students may complete phase II training at a resident TI or at a video tele-training (VTT) location. The length of FSC-TATS phase II training is 15 training days. FSC-TATS does not recognize honor graduate or distinguished graduate or rank students in order of merit. The TI may dismiss students from the course under the provisions of AR 351-1. Commanders

Course: 521-SQIM   **Version:** 1   **Delivery Group:** A   **Phase:** 1
Course Name: First Sergeant Course
Management Category: Distance Learning   **Preparation Date:** 28 Oct 2002
Status: Commandant Approved   **Optimum Class Size:** 140

will ensure soldiers receive award of SQI "M" IAW AR 611-201 and AR 614-200. Because of unique considerations at Reserve Component TIs, their maximum class size is 19 and their minimum class size is 10.

There is no mobilization course.

There is no supporting ITP.

This POI identifies the training location as Multiple School Codes (MUL). MUL represents USASMA and those reserve component training institutions (RCTIs) tasked by the Chief, National Guard Bureau (CNGB) or the Chief, Army Reserve (CAR) to teach this course. CNGB and CAR should limit the RCTIs to those which can properly staff and resource this course in accordance with this POI.

Phase Remarks: The Army encourages students to take the Test of Adult Basic Education (TABE) or similar instrument for reading and English skills. Individuals scoring below 12th grade level should enroll in and complete remedial/referral instruction through local education centers to improve their reading and English skills.

MRAD Remarks:

Course: 521-SQIM   **Version:** 1 **Delivery Group:** A **Phase:** 1
Course Name: First Sergeant Course
Management Category: Distance Learning **Preparation Date:** 28 Oct 2002
Status: Commandant Approved   **Optimum Class Size:** 140

Course Summary

Academic Time:

Module: C / 1		5.0
Title: Communications		
Module: E / 1		3.0
Title: Examination		
Module: L / 1		23.6
Title: Leadership		
Module: P / 1		4.0
Title: Physical Fitness		
Module: R / 1		5.0
Title: Logistics, Maintenance, and Security		
Module: U / 1		9.0
Title: Unit Level Administrative Procedures		
Module: W / 1		9.9
Title: Warfighting		
Total:		59.5

Administrative Time:

None.

Total:	0.0

Grand Total:	59.5

Academic Hours by Security Classification:

Unclassified	59.5
Total:	59.5

Course: 521-SQIM   **Version:** 1   **Delivery Group:** A   **Phase:** 1
Course Name: First Sergeant Course
Management Category: Distance Learning   **Preparation Date:** 28 Oct 2002
Status: Commandant Approved   **Optimum Class Size:** 140

Training Module

Module: C / 1

Title: Communications

Purpose: This module is designed to re-enforce soldier communications skills on the interpersonal, small group and public communication levels focusing on developing skills that will be helpful in everyday job performance. Through a series of readings, practical exercises, and a military briefing First Sergeants will move from the general concept of communication to applications on all levels.

Remarks: Evaluation for this module will consist of:1. A completed 10 (+ or -) 2 minute military briefing outline2. A collective, phase I, multiple choice examination containing questions from this module.3. Self graded practical exercises.

Technique(s) of Delivery:	Hours
Individualized, self-paced Instruction (IP)	5.0
Total Hours (Admin & Academic)	5.0

Lesson Id / Version	Technique of Delivery	Hours	Method of Instruction
C651 / 1	(IP) Individualized, self-paced Instruction		
	Introduction:	0.1	(SA) Study Assignment
		0.9	(PE) Practical Exercise (Performance)
		0.9	(SA) Study Assignment
	Summary:	0.1	(SA) Study Assignment
	Total:	2.0	

Security Clearance: Unclassified

Lesson Title: COMMUNICATION

Action Text: Demonstrate knowledge of communication skills required of a unit or staff leader.

Remarks:

Lesson Id / Version	Technique of Delivery	Hours	Method of Instruction
C653 I / 1	(IP) Individualized, self-paced Instruction		
	Introduction:	0.1	(SA) Study Assignment
		1.6	(PE) Practical Exercise (Performance)
		1.2	(SA) Study Assignment
	Summary:	0.1	(SA) Study Assignment
	Total:	3.0	

Security Clearance: Unclassified

Lesson Title: BRIEFING

Action Text: Analyze the elements of a military briefing.

Remarks:

Module: E / 1

Title: Examination

Purpose: This module is designed to measure the first sergeant's understanding of the subject matter contained in the first sergeant course, phase I material, and the ability to use the appropriate references to solve problems. These objectives will be achieved through receiving a passing grade on a 50 question multiple choice test.

Remarks: Evaluation for this module will consist of:1. A 50 question multiple choice exam.

Technique(s) of Delivery:	Hours
Individualized, self-paced Instruction (IP)	3.0
Total Hours (Admin & Academic)	3.0

Lesson Id / Version	Technique of Delivery		Hours	Method of Instruction
E651 / 1	(IP) Individualized, self-paced Instruction			
	Introduction:	0.0	(TE) Test	
		3.0	(TE) Test	
	Summary:	0.0	(TE) Test	
	Total:	3.0		

Security Clearance: Unclassified

Lesson Title: PHASE I EXAMINATION

Action Text:

Remarks:

Module: L / 1

Title: Leadership

Purpose: This module is a vital part of the overall leadership development for first sergeants. This module provides the critical element of analytical and intellectual examination and reflection of certain core issues in the practice of leadership. These objectives will be achieved through honest self-assessment, experiential exercises, and observation of real-life leadership practice.

Remarks: Evaluation for this module will consist of:1. A collective, phase I, multiple choice examination containing questions from this module.2. Self graded practical exercises.

Technique(s) of Delivery:	Hours
Individualized, self-paced Instruction (IP)	23.6
Total Hours (Admin & Academic)	23.6

Lesson Id / Version	Technique of Delivery	Hours	Method of Instruction
L651 / 1	(IP) Individualized, self-paced Instruction		
	Introduction:	0.1	(SA) Study Assignment
		0.8	(SA) Study Assignment
	Summary:	0.1	(SA) Study Assignment
	Total:	1.0	

Security Clearance: Unclassified

Lesson Title: DRILL AND CEREMONY REVIEW

Action Text: Identify the elements of unit level drill and ceremonies.

Remarks:

Lesson Id / Version	Technique of Delivery	Hours	Method of Instruction
L653 / 1	(IP) Individualized, self-paced Instruction		
	Introduction:	0.1	(SA) Study Assignment
		0.8	(SA) Study Assignment
	Summary:	0.1	(SA) Study Assignment
	Total:	1.0	

Security Clearance: Unclassified

Lesson Title: MILITARY APPEARANCE

Action Text: Identify the standards of military appearance.

Remarks:

Lesson Id / Version	Technique of Delivery	Hours	Method of Instruction
L654 / 1	(IP) Individualized, self-paced Instruction		
	Introduction:	0.1	(SA) Study Assignment
		0.8	(SA) Study Assignment
	Summary:	0.1	(SA) Study Assignment
	Total:	1.0	

Security Clearance: Unclassified

Lesson Title: MILITARY CUSTOMS AND COURTESIES

Action Text: Review Army Customs and Traditions.

Remarks:

Lesson Id / Version	Technique of Delivery	Hours	Method of Instruction
L657 / 1	(IP) Individualized, self-paced Instruction		
	Introduction:	0.1	(SA) Study Assignment
		1.2	(PE) Practical Exercise (Performance)
		1.2	(SA) Study Assignment
	Summary:	0.1	(SA) Study Assignment
	Total:	2.6	

Security Clearance: Unclassified

Lesson Title: TOTAL ARMY QUALITY

Action Text: Determine Total Army Quality concepts to unit operations.

Remarks:

Lesson Id / Version	Technique of Delivery	Hours	Method of Instruction
L658 / 1	(IP) Individualized, self-paced Instruction		
	Introduction:	0.1	(SA) Study Assignment
		0.6	(PE) Practical Exercise (Performance)
		1.2	(SA) Study Assignment
	Summary:	0.1	(SA) Study Assignment
	Total:	2.0	

Security Clearance: Unclassified

Lesson Title: ESTABLISH A POSITIVE COMMAND CLIMATE

Action Text: Analyze the characteristics of an effective climate assessment.

Remarks:

Course: 521-SQIM   **Version:** 1   **Delivery Group:** A   **Phase:** 1
Course Name: First Sergeant Course
Management Category: Distance Learning   **Preparation Date:** 28 Oct 2002
Status: Commandant Approved   **Optimum Class Size:** 140

Lesson Id / Version	**Technique of Delivery**	**Hours**	**Method of Instruction**
L660 / 1	(IP) Individualized, self-paced Instruction		
	Introduction:	0.1	(SA) Study Assignment
		1.4	(PE) Practical Exercise (Performance)
		1.4	(SA) Study Assignment
	Summary:	0.1	(SA) Study Assignment
	Total:	3.0	

Security Clearance: Unclassified

Lesson Title: CIVILIAN/MILITARY WORKGROUPS

Action Text: Compare key tasks performed in a civilian/military workgroup.

Remarks:

Lesson Id / Version	**Technique of Delivery**	**Hours**	**Method of Instruction**
L661 1 / 1	(IP) Individualized, self-paced Instruction		
	Introduction:	0.1	(SA) Study Assignment
		0.8	(PE) Practical Exercise (Performance)
		1.0	(SA) Study Assignment
	Summary:	0.1	(SA) Study Assignment
	Total:	2.0	

Security Clearance: Unclassified

Lesson Title: ETHICS/LEADER DECISION PROCESS

Action Text: Apply the ethical reasoning model.

Remarks:

Lesson Id / Version	**Technique of Delivery**		**Hours**	**Method of Instruction**
L664 1 / 1	(IP) Individualized, self-paced Instruction			
	Introduction:		0.1	(SA) Study Assignment
			0.5	(PE) Practical Exercise (Performance)
			0.3	(SA) Study Assignment
	Summary:		0.1	(SA) Study Assignment
		Total:	1.0	

Security Clearance: Unclassified

Lesson Title: COUNSELING

Action Text: Develop a unit counseling program.

Remarks:

Lesson Id / Version	**Technique of Delivery**		**Hours**	**Method of Instruction**
L666 / 1	(IP) Individualized, self-paced Instruction			
	Introduction:		0.1	(SA) Study Assignment
			2.4	(PE) Practical Exercise (Performance)
			2.4	(SA) Study Assignment
	Summary:		0.1	(SA) Study Assignment
		Total:	5.0	

Security Clearance: Unclassified

Lesson Title: DEVELOP SUBORDINATE LEADERS IN A COMPANY

Action Text: Determine the fundamentals of a company leadership development program.

Remarks:

Lesson Id / Version	Technique of Delivery	Hours	Method of Instruction
L667 / 1	(IP) Individualized, self-paced Instruction		
	Introduction:	0.1	(SA) Study Assignment
		1.0	(PE) Practical Exercise (Performance)
		0.8	(SA) Study Assignment
	Summary:	0.1	(SA) Study Assignment
	Total:	2.0	

Security Clearance: Unclassified

Lesson Title: NONCOMMISSIONED OFFICER DEVELOPMENT PROGRAM

Action Text: Advise unit leaders on NCO development program (NCODP).

Remarks:

Lesson Id / Version	Technique of Delivery	Hours	Method of Instruction
L672 / 1	(IP) Individualized, self-paced Instruction		
	Introduction:	0.1	(SA) Study Assignment
		0.8	(SA) Study Assignment
	Summary:	0.1	(SA) Study Assignment
	Total:	1.0	

Security Clearance: Unclassified

Lesson Title: MANUAL FOR COURTS-MARTIAL

Action Text: Advise the commander on legal matters from the Manual for Courts-Martial.

Remarks:

Lesson Id / Version	Technique of Delivery	Hours	Method of Instruction
L673 / 1	(IP) Individualized, self-paced Instruction		
	Introduction:	0.1	(SA) Study Assignment
		0.8	(SA) Study Assignment
	Summary:	0.1	(SA) Study Assignment
	Total:	1.0	

Security Clearance: Unclassified

Lesson Title: SOLDIER'S RIGHTS

Action Text: Identify how to protect the rights of a suspected or accused soldier.

Remarks:

Lesson Id / Version	Technique of Delivery	Hours	Method of Instruction
L674 / 1	(IP) Individualized, self-paced Instruction		
	Introduction:	0.1	(SA) Study Assignment
		0.8	(SA) Study Assignment
	Summary:	0.1	(SA) Study Assignment
	Total:	1.0	

Security Clearance: Unclassified

Lesson Title: PRETRIAL CONFINEMENT

Action Text: Determine how regulatory and local policy govern the pretrial confinement of an accused soldier.

Remarks:

Course: 521-SQIM   **Version:** 1   **Delivery Group:** A   **Phase:** 1
Course Name: First Sergeant Course
Management Category: Distance Learning   **Preparation Date:** 28 Oct 2002
Status: Commandant Approved   **Optimum Class Size:** 140

Module: P / 1

Title: Physical Fitness

Purpose: This module is designed to expose the first sergeant to the concepts involved in creating a personal and unit, lifelong fitness and wellness program. General health topics will be emphasized, specifically cardiovascular fitness, nutrition, and stress management, prevention of diseases and current health trends and topics. Application of general health topics and wellness objectives to each soldier's lifestyle will take place through research, practical exercises and the preparation of a unit physical fitness plan.

Remarks: Evaluation for this module will consist of:1. A written 30 day physical fitness plan for a company.2. A collective, phase I, multiple choice examination containing questions from this module.3. Self graded practical exercises.

Technique(s) of Delivery:	Hours
Individualized, self-paced Instruction (IP)	4.0
Total Hours (Admin & Academic)	4.0

Lesson Id / Version	Technique of Delivery	Hours	Method of Instruction
P661 I / 1	(IP) Individualized, self-paced Instruction		
	Introduction:	0.1	(SA) Study Assignment
		1.8	(PE) Practical Exercise (Performance)
		2.0	(SA) Study Assignment
	Summary:	0.1	(SA) Study Assignment
	Total:	4.0	

Security Clearance: Unclassified

Lesson Title: MONITOR UNIT AND INDIVIDUAL FITNESS TRAINING PROGRAMS

Action Text: Implement unit and individual fitness training programs.

Remarks:

Course: 521-SQIM **Version:** 1 **Delivery Group:** A **Phase:** 1
Course Name: First Sergeant Course
Management Category: Distance Learning **Preparation Date:** 28 Oct 2002
Status: Commandant Approved **Optimum Class Size:** 140

Module: R / 1

Title: Logistics, Maintenance, and Security

Purpose: This module is designed to re-enforce first sergeants knowledge and skill on logistic, maintenance, and security operations. Lessons within this module will cover physical security, preventive maintenance and the enforcement of personnel security policies. These objectives will be achieved through self study, researching applicable Army publications, and completion of self graded practical exercises.

Remarks: Evaluation for this module will consist of:1. A collective, phase I, multiple choice examination containing questions from this module.2. Self graded practical exercises.

Technique(s) of Delivery:	Hours
Individualized, self-paced Instruction (IP)	5.0
Total Hours (Admin & Academic)	5.0

Lesson Id / Version	Technique of Delivery	Hours	Method of Instruction
R652 / 1	(IP) Individualized, self-paced Instruction		
	Introduction:	0.1	(SA) Study Assignment
		2.8	(SA) Study Assignment
	Summary:	0.1	(SA) Study Assignment
	Total:	3.0	

Security Clearance: Unclassified

Lesson Title: PHYSICAL SECURITY

Action Text: Identify the policies and procedures for unit physical security.

Remarks:

Lesson Id / Version	Technique of Delivery	Hours	Method of Instruction
R653 / 1	(IP) Individualized, self-paced Instruction		
	Introduction:	0.1	(SA) Study Assignment
		0.8	(SA) Study Assignment
	Summary:	0.1	(SA) Study Assignment
	Total:	1.0	

Security Clearance: Unclassified

Lesson Title: ENFORCE PERSONNEL SECURITY POLICIES

Action Text: Identify requirements for enforcement of a unit personnel security program.

Remarks:

Lesson Id / Version	Technique of Delivery	Hours	Method of Instruction
R656 / 1	(IP) Individualized, self-paced Instruction		
	Introduction:	0.1	(SA) Study Assignment
		0.8	(SA) Study Assignment
	Summary:	0.1	(SA) Study Assignment
	Total:	1.0	

Security Clearance: Unclassified

Lesson Title: PREVENTIVE MAINTENANCE

Action Text: Identify the requirements for supervising PMCS.

Remarks:

Course: 521-SQIM   **Version:** 1   **Delivery Group:** A   **Phase:** 1
Course Name: First Sergeant Course
Management Category: Distance Learning   **Preparation Date:** 28 Oct 2002
Status: Commandant Approved   **Optimum Class Size:** 140

Module: U / 1

Title: Unit Level Administrative Procedures

Purpose: This module is designed to re-enforce first sergeants knowledge and skill on administrative procedures. Lessons within this module will focus on developing administrative procedure knowledge and skills that will be helpful in everyday job performance. These objectives will be achieved through self study, researching applicable Army publications, and completion of self graded practical exercises.

Remarks: Evaluation for this module will consist of:1. A collective, phase I, multiple choice examination containing questions from this module.2. Self graded practical exercises.

Technique(s) of Delivery:	Hours
Individualized, self-paced Instruction (IP)	9.0
Total Hours (Admin & Academic)	9.0

Lesson Id / Version	Technique of Delivery	Hours	Method of Instruction
U652 / 1	(IP) Individualized, self-paced Instruction		
	Introduction:	0.1	(SA) Study Assignment
		0.8	(SA) Study Assignment
	Summary:	0.1	(SA) Study Assignment
	Total:	1.0	

Security Clearance: Unclassified

Lesson Title: THE ARMY PRIVACY PROGRAM

Action Text: Determine unit level responsibilities under the Army Privacy Program.

Remarks:

- -

Lesson Id / Version	Technique of Delivery	Hours	Method of Instruction
U653 / 2	(IP) Individualized, self-paced Instruction		
	Introduction:	0.1	(SA) Study Assignment
		0.8	(SA) Study Assignment
	Summary:	0.1	(SA) Study Assignment
	Total:	1.0	

Security Clearance: Unclassified

Lesson Title: MEDIA FACILITATION

Action Text: Identify command support procedures and resources for facilitating media presence in your unit.

Remarks:

Course: 521-SQIM   **Version:** 1   **Delivery Group:** A   **Phase:** 1
Course Name: First Sergeant Course
Management Category: Distance Learning   **Preparation Date:** 28 Oct 2002
Status: Commandant Approved   **Optimum Class Size:** 140

Lesson Id / Version	**Technique of Delivery**	**Hours**	**Method of Instruction**
U657 / 1	(IP) Individualized, self-paced Instruction		
	Introduction:	0.0	(SA) Study Assignment
		0.5	(PE) Practical Exercise (Performance)
		0.5	(SA) Study Assignment
	Summary:	0.0	(SA) Study Assignment
	Total:	1.0	

Security Clearance: Unclassified

Lesson Title: AWARDS AND DECORATIONS

Action Text: Advise the commander on the Awards and Decorations Program.

Remarks:

Lesson Id / Version	**Technique of Delivery**	**Hours**	**Method of Instruction**
U661 / 1	(IP) Individualized, self-paced Instruction		
	Introduction:	0.1	(SA) Study Assignment
		1.8	(SA) Study Assignment
	Summary:	0.1	(SA) Study Assignment
	Total:	2.0	

Security Clearance: Unclassified

Lesson Title: UNIT MANNING REPORT

Action Text: Explain the unit manning report.

Remarks:

Lesson Id / Version	**Technique of Delivery**	**Hours**	**Method of Instruction**
U664 / 1	(IP) Individualized, self-paced Instruction		
	Introduction:	0.1	(SA) Study Assignment
		1.8	(SA) Study Assignment
	Summary:	0.1	(SA) Study Assignment
	Total:	2.0	

Security Clearance: Unclassified

Lesson Title: SUPERVISE WARTIME STRENGTH ACCOUNTING

Action Text: Determine key actions and procedures to supervise wartime strength accounting.

Remarks:

Lesson Id / Version	Technique of Delivery	Hours	Method of Instruction
U665 / 1	(IP) Individualized, self-paced Instruction		
	Introduction:	0.1	(SA) Study Assignment
		0.8	(SA) Study Assignment
	Summary:	0.1	(SA) Study Assignment
	Total:	1.0	

Security Clearance: Unclassified

Lesson Title: COORDINATE UNIT DEPLOYMENT ACTIVITIES

Action Text: Identify procedures/measures to coordinate unit deployment readiness activities.

Remarks:

Lesson Id / Version	Technique of Delivery	Hours	Method of Instruction
U667 / 1	(IP) Individualized, self-paced Instruction		
	Introduction:	0.1	(SA) Study Assignment
		0.8	(SA) Study Assignment
	Summary:	0.1	(SA) Study Assignment
	Total:	1.0	

Security Clearance: Unclassified

Lesson Title: COORDINATE UNIT PERSONNEL ADMIN FUNCTIONS (DUTY ROSTER)

Action Text: Maintain a duty roster (DA Form 6).

Remarks:

Course: 521-SQIM   **Version:** 1   **Delivery Group:** A   **Phase:** 1
Course Name: First Sergeant Course
Management Category: Distance Learning   **Preparation Date:** 28 Oct 2002
Status: Commandant Approved   **Optimum Class Size:** 140

Module: W / 1

Title: Warfighting

Purpose: This module is designed to examine general aspects of warfighting as they pertain to the first sergeant. Lessons within this module will focus on developing warfighting knowledge and skills that will be helpful in everyday job performance. These objectives will be achieved through self study, researching applicable Army publications, and completion of self graded practical exercises.

Remarks: Evaluation for this module will consist of:1. A collective, phase I, multiple choice examination containing questions from this module.2. Self graded practical exercises.

Technique(s) of Delivery:	Hours
Individualized, self-paced Instruction (IP)	9.9
Total Hours (Admin & Academic)	9.9

Lesson Id / Version	Technique of Delivery	Hours	Method of Instruction
W652 / 1	(IP) Individualized, self-paced Instruction		
	Introduction:	0.1	(SA) Study Assignment
		0.6	(PE) Practical Exercise (Performance)
		0.7	(SA) Study Assignment
	Summary:	0.1	(SA) Study Assignment
	Total:	1.5	

Security Clearance: Unclassified

Lesson Title: LAW OF WAR (FSC PRE-RESIDENT)

Action Text: Define actions that prevent law or war violations and war crimes

Remarks:

- -

Lesson Id / Version	Technique of Delivery	Hours	Method of Instruction
W655 / 1	(IP) Individualized, self-paced Instruction		
	Introduction:	0.1	(SA) Study Assignment
		0.8	(SA) Study Assignment
	Summary:	0.1	(SA) Study Assignment
	Total:	1.0	

Security Clearance: Unclassified

Lesson Title: ENVIRONMENTAL COMPLIANCE

Action Text: Enforce company compliance with host nation, federal, state, and local environmental laws and regulations.

Remarks:

Course: 521-SQIM   **Version:** 1   **Delivery Group:** A   **Phase:** 1
Course Name: First Sergeant Course
Management Category: Distance Learning   **Preparation Date:** 28 Oct 2002
Status: Commandant Approved   **Optimum Class Size:** 140

Lesson Id / Version	**Technique of Delivery**	**Hours**	**Method of Instruction**
W661 / 1	(IP) Individualized, self-paced Instruction		
	Introduction:	0.1	(SA) Study Assignment
		2.8	(SA) Study Assignment
	Summary:	0.1	(SA) Study Assignment
	Total:	3.0	

Security Clearance: Unclassified

Lesson Title: MORTUARY AFFAIRS

Action Text: Identify mortuary affairs support functions.

Remarks:

Lesson Id / Version	**Technique of Delivery**	**Hours**	**Method of Instruction**
W663 / 2	(IP) Individualized, self-paced Instruction		
	Introduction:	0.1	(SA) Study Assignment
		1.8	(SA) Study Assignment
	Summary:	0.1	(SA) Study Assignment
	Total:	2.0	

Security Clearance: Unclassified

Lesson Title: PREVENTIVE MEDICINE MEASURES

Action Text: Identify actions to implement preventive medicine measures for protection against disease and nonbattle injuries.

Remarks:

Course: 521-SQIM   **Version:** 1   **Delivery Group:** A **Phase:** 1
Course Name: First Sergeant Course
Management Category: Distance Learning   **Preparation Date:** 28 Oct 2002
Status: Commandant Approved   **Optimum Class Size:** 140

Lesson Id / Version	**Technique of Delivery**	**Hours**	**Method of Instruction**
W664 / 1	(IP) Individualized, self-paced Instruction		
	Introduction:	0.1	(SA) Study Assignment
		0.6	(DL) Distance Learning
		1.5	(PE) Practical Exercise (Performance)
	Summary:	0.2	(SA) Study Assignment
	Total:	2.4	

Security Clearance: Unclassified

Lesson Title: CASUALTY EVACUATION (FSC PRE-RESIDENT)

Action Text: Identify the procedures associated with the planning of casualty evacuation at company level.

Remarks:

Mandatory Training Module

None.

Course: 521-SQIM   **Version:** 1   **Delivery Group:** A   **Phase:** 1
Course Name: First Sergeant Course
Management Category: Distance Learning   **Preparation Date:** 28 Oct 2002
Status: Commandant Approved   **Optimum Class Size:** 140

Examination Module

Module: E / 1

Title: Examination

Purpose: This module is designed to measure the first sergeant's understanding of the subject matter contained in the first sergeant course, phase I material, and the ability to use the appropriate references to solve problems. These objectives will be achieved through receiving a passing grade on a 50 question multiple choice test.

Remarks: Evaluation for this module will consist of:1. A 50 question multiple choice exam.

Lesson Id / Version	Technique of Delivery	Hours	Method of Instruction
E651 / 1	(IP) Individualized, self-paced Instruction		
	Introduction:	0.0	(TE) Test
		3.0	(TE) Test
	Summary:	0.0	(TE) Test
	Total:	3.0	

Security Clearance: Unclassified

Lesson Title: PHASE I EXAMINATION

Action Text:

Remarks:

- -

Individual Task Summary - Lessons

Task	Title	Lesson / Ver	Critical Task
051-250-1003	Enforce Company Compliance with Host-Nation, Federal, State, and Local Environmental Laws and Regulations	W655 / 1	Yes
071-990-0006	Conduct Drill and Ceremonies	L653 / 1	Yes
		L652 / 1	Yes
		L651 / 1	Yes
071-990-0007	Implement a Total Fitness Program in a Company	P661 I / 1	Yes
071-990-0009	Implement an Individual Total Fitness Program	P661 I / 1	Yes
081-831-9018	Implement Suicide Prevention Measures	L670 / 1	Yes
081-831-9023	Enforce Preventive Medicine Measures Against Disease and Nonbattle Injuries.	W663 / 2	Yes
081-831-9026	Supervise the Implementation of the Army's Drug Abuse Prevention and Control Program	L669 / 1	Yes
081-831-9028	Implement A Suicide Prevention Program	L670 / 1	Yes
091-357-0001	SUPERVISE PREVENTIVE MAINTENANCE CHECKS AND SERVICES (PMCS)	R656 / 1	Yes
101-515-0002	PLAN MORTUARY AFFAIRS SUPPORT FUNCTIONS	W661 / 1	Yes
101-92Y-0003	SUPERVISE SUPPLY OPERATIONS AT THE COMPANY LEVEL	R655 / 1	Yes
121-010-3095	Coordinate Unit Deployment Readiness Activities	U665 / 1	Yes
121-010-8011	Supervise Wartime Strength Accounting	U664 / 1	Yes
121-010-8015	Recommend Administrative and Personnel Actions	U657 / 1	Yes
		U655 / 1	Yes
121-010-8020	Supervise Unit Personnel and Administration Functions	U652 / 1	Yes
		U656 / 1	Yes
		U655 / 1	Yes
		R655 / 1	Yes
		U663 / 1	Yes
		U667 / 1	Yes
		U666 / 1	Yes
		U660 / 1	Yes
		U658 / 1	Yes
		U659 / 1	Yes
121-040-8021	Supervise the Implementation of Army Family Team Building Program	L668 / 1	Yes
121-040-8025	Implement the Army Family Team Building Program	L668 / 1	Yes
121-050-8010	Enforce Compliance with the Army's Equal Opportunity and Sexual Harassment Polices and Program	L663 / 1	Yes

Course: 521-SQIM **Version:** 1 **Delivery Group:** A **Phase:** 1
Course Name: First Sergeant Course
Management Category: Distance Learning **Preparation Date:** 28 Oct 2002
Status: Commandant Approved **Optimum Class Size:** 140

121-050-8032	Implement the Army's Equal Opportunity and Sexual Harassment Policies in a Company	L663 / 1	Yes
131-020-0040	Unit Manning Report	U661 / 1	Yes
152-020-0040	Monitor Unit and Individual Fitness Training Programs	P661 II / 1	Yes
152-R-0040	Train a Company	T655 / 1	Yes
		T652 / 1	Yes
154-385-6667	SUPERVISE THE IMPLEMENTATION OF THE RISK MANAGEMENT PROCESS AT COMPANY LEVEL	W656 / 1	Yes
155-397-0010	Integrate Critical Thinking Skills	C653 I / 1	Yes
158-100-1134	Resolve an Ethical Problem	L661 1 / 1	Yes
158-100-1135	Apply Leadership Fundamentals to Create a Climate that Fosters Ethical Behavior	L661 1 / 1	Yes
158-100-1140	Communicate Effectively in a Given Situation	C651 / 1	Yes
158-100-1170	Apply Team Development Techniques to Enhance Unit Performance	I652 / 1	Yes
158-100-1181	Apply Customs, Courtesies, and Traditions of the Service	L654 / 1	Yes
158-100-1183	Identify Duties, Responsibilities, and Authority of Officers, Warrant Officers, Noncommissioned Officers, and Civilians	L660 / 1	Yes
158-100-1230	Apply the Ethical Decision-Making Process at Small Unit Level	L661 1 / 1	Yes
158-100-1240	Communicate Effectively as a Leader	C651 / 1	Yes
158-100-1260	Counsel Subordinates	L664 1 / 1	Yes
		U656 / 1	Yes
		U660 / 1	Yes
158-100-1331	Apply the Ethical Decision-Making Process as a Commander, Leader or Staff Member	L661 1 / 1	Yes
		L661 / 1	Yes
158-100-1332	ESTABLISH A POSITIVE COMMAND CLIMATE	L658 / 1	Yes
158-100-1340	Communicate Effectively as a Unit or Staff Leader	C651 / 1	Yes
		C653 II / 1	Yes
158-100-1361	Develop A Unit Counseling Program	L664 1 / 1	Yes
		L664 / 1	Yes
158-100-1372	Build a Cohesive Unit or Organization	L668 / 1	Yes
		L655 / 1	Yes
		U663 / 1	Yes
158-100-1373	Develop Subordinate Leaders in a Company	L666 / 1	Yes
		L664 1 / 1	Yes
		L664 / 1	Yes
158-100-1385	IMPLEMENT MEASURES TO REDUCE OPERATIONAL STRESS	L671 / 1	Yes
158-300-0020	Conduct a Military Information Briefing	C653 I / 1	Yes
158-300-0030	Brief to Inform, Persuade, or Direct	C653 II / 1	Yes

Course: 521-SQIM   **Version:** 1   **Delivery Group:** A   **Phase:** 1
Course Name: First Sergeant Course
Management Category: Distance Learning   **Preparation Date:** 28 Oct 2002
Status: Commandant Approved   **Optimum Class Size:** 140

181-331-1001	Employ Military Justice	L674 / 1	Yes
		L673 / 1	Yes
		L672 / 1	Yes
181-333-1001	Administer Military Justice in a Company	L673 / 1	Yes
181-433-1001	CONDUCT COMPANY LEVEL COMBAT OPERATIONS ACCORDING TO THE LAW OF WAR	W652 / 1	Yes
191-000-0003	Develop a Unit Physical Security Plan	R652 / 1	Yes
224-300-2000	Supervise unit personnel and administration functions	U653 / 2	Yes
301-371-1051	ENFORCE A PERSONNEL SECURITY PROGRAM	R653 / 1	Yes
400-008-6501	Manage Casualty Treatment and Evacuation.	W664 / 1	Yes
400-012-6736	ANALYZE THE NCO EVALUATION REPORTING SYSTEM	U654 / 1	Yes
400-022-6004	Implement a Unit NCO Development Program	L667 / 1	Yes
400-022-6014	Discuss Combat Service Support	W660 / 1	Yes
400-022-6020	Enforce Military Property Accountability	R654 / 1	Yes
400-022-6411	DETERMINE HOW TO ESTABLISH AN EFFECTIVE COMMANDER/FIRST SERGEANT WORKING RELATIONSHIP	L655R / 1	Yes
400-063-6501	Monitor Unit Combat Service Support Operation	W660 / 1	Yes
400-100-6501	INTEGRATE ARMY OPERATIONS	W651 / 2	Yes
		W651 / 1	Yes
400-101-6504	PREPARE COMBAT ORDERS IN ORDER TO COMMUNICATE THE COMMANDER'S CONCEPT AND INTENT	W659 / 1	Yes
551-721-4326	Perform Duties as a Convoy Commander	W662 / 1	Yes
800-400-6AAB	Plan Battle Focused Training at the Company Level	T654 / 1	Yes
800-400-AAAP	Conduct Battle Focused Training	T656 / 1	Yes
		T653 / 1	Yes
		T651 / 1	Yes
805B-79R-4550	Develop Station Level Relationships with TPUs.	W662R / 1	Yes
805B-79R-5516	Develop a Leader Plan of Action	W660R / 1	Yes
		W659R / 1	Yes
805B-79R5522	Conduct a company daily performance review (DPR)	W660R1 / 1	Yes
805B-79R-5546	Maintain an Awards Program	L652R / 1	Yes
805B-79R-5564	Maintain a Company DEP and DTP	U656R / 1	Yes
907-030-0001	Improve Organizational Effectiveness by Using the Total Army Quality Concepts	L657 / 1	Yes

Ammunition Summary - Lesson

None

Facilities Summary - Lessons

None.

Course: 521-SQIM   **Version:** 1   **Delivery Group:** A   **Phase:** 1
Course Name: First Sergeant Course
Management Category: Distance Learning   **Preparation Date:** 28 Oct 2002
Status: Commandant Approved   **Optimum Class Size:** 140

Equipment Summary - Lessons

None.

Course: 521-SQIM   **Version:** 1   **Delivery Group:** A   **Phase:** 1
Course Name: First Sergeant Course
Management Category: Distance Learning   **Preparation Date:** 28 Oct 2002
Status: Commandant Approved   **Optimum Class Size:** 140

Training Support Equipment - Lessons

None.

Course: 521-SQIM   **Version:** 1   **Delivery Group:** A   **Phase:** 1
Course Name: First Sergeant Course
Management Category: Distance Learning   **Preparation Date:** 28 Oct 2002
Status: Commandant Approved   **Optimum Class Size:** 140

Support Personnel Summary - Lesson

Support Personnel Title: MSG, FSC graduate, ITC, and SGITC graduate

Support Personnel Classification: Enlisted

School: (400) Sergeants Major Academy

Lesson / Version	Student Quantity	Support Personnel Quantity	Man Hours
C651 / 1	10	1	2.0
C653 I / 1	10	1	3.0
E651 / 1	0	0	0.0
L651 / 1	10	1	1.0
L653 / 1	10	1	1.0
L654 / 1	10	1	1.0
L657 / 1	10	1	2.6
L658 / 1	10	1	2.0
L660 / 1	10	1	3.0
L661 1 / 1	10	1	2.0
L664 1 / 1	10	1	1.0
L666 / 1	10	1	5.0
L667 / 1	10	1	2.0
L672 / 1	10	1	1.0
L673 / 1	10	1	1.0
L674 / 1	10	1	1.0
P661 I / 1	10	1	5.0
R652 / 1	10	1	3.0
R653 / 1	10	1	1.0
R656 / 1	10	1	1.0
U652 / 1	10	1	1.0
U653 / 2	10	1	1.0
U657 / 1	10	1	1.0
U661 / 1	10	1	1.0
U664 / 1	10	1	2.0
U665 / 1	10	1	1.0
U667 / 1	10	1	1.0
W652 / 1	10	1	1.5
W655 / 1	10	1	1.0
W661 / 1	10	1	3.0
W663 / 2	10	1	2.0
W664 / 1	10	1	2.4
Totals	**310**	**31**	**56.5**

Course: 521-SQIM   **Version:** 1   **Delivery Group:** A   **Phase:** 1
Course Name: First Sergeant Course
Management Category: Distance Learning   **Preparation Date:** 28 Oct 2002
Status: Commandant Approved   **Optimum Class Size:** 140

TADSS Summary - Lessons

None.

Course: 521-SQIM　　　　　　　　**Version:** 1　　　**Delivery Group:** A　**Phase:** 1
Course Name: First Sergeant Course
Management Category: Distance Learning　　　**Preparation Date:** 28 Oct 2002
Status: Commandant Approved　　　　　　**Optimum Class Size:** 140

MRAD Headquarters Validation

Module: C / 1　　　　　　**Lesson:** C651 / 1

Step	Method of Instruction	Time of Instruction	Instructor to Student	ICH
Introduction	Study Assignment	0.1	1:14	1.0
ELO A (1)	Study Assignment	0.2	1:14	2.0
ELO A (2)	Practical Exercise (Performance)	0.2	1:14	2.0
ELO B (1)	Study Assignment	0.2	1:14	2.0
ELO B (2)	Practical Exercise (Performance)	0.2	1:14	2.0
ELO C (1)	Study Assignment	0.2	1:14	2.0
ELO C (2)	Practical Exercise (Performance)	0.1	1:14	1.0
ELO D (1)	Study Assignment	0.2	1:14	2.0
ELO D (2)	Practical Exercise (Performance)	0.2	1:14	2.0
ELO E (1)	Study Assignment	0.1	1:14	1.0
ELO E (2)	Practical Exercise (Performance)	0.1	1:14	1.0
ELO E (3)	Practical Exercise (Performance)	0.1	1:14	1.0
Summary	Study Assignment	0.1	1:14	1.0

　　　　　　　　　　　　　　　Lesson Subtotal:　2.0　　　　　　20.0
　　　　　　　　　　　　　　　MRAD Subtotal:　2.0　　　　　　20.0

Module: C / 1　　　　　　**Lesson:** C653 I / 1

Step	Method of Instruction	Time of Instruction	Instructor to Student	ICH
Introduction	Study Assignment	0.1	1:14	1.0
ELO A (1)	Study Assignment	0.4	1:14	4.0
ELO A (2)	Practical Exercise (Performance)	0.5	1:14	5.0
ELO B (1)	Study Assignment	0.4	1:14	4.0
ELO B (2)	Practical Exercise (Performance)	0.6	1:14	6.0
ELO C (1)	Study Assignment	0.4	1:14	4.0
ELO C (2)	Practical Exercise (Performance)	0.5	1:14	5.0
Summary	Study Assignment	0.1	1:14	1.0

　　　　　　　　　　　　　　　Lesson Subtotal:　3.0　　　　　　30.0
　　　　　　　　　　　　　　　MRAD Subtotal:　3.0　　　　　　30.0

Module: E / 1 **Lesson:** E651 / 1

Step	Method of Instruction	Time of Instruction	Instructor to Student	ICH
Introduction	Test	0.0	1:14	0.0
TLO (1)	Test	3.0	1:14	30.0
Summary	Test	0.0	1:14	0.0
	Lesson Subtotal:	3.0		30.0
	MRAD Subtotal:	3.0		30.0

Module: L / 1 **Lesson:** L651 / 1

Step	Method of Instruction	Time of Instruction	Instructor to Student	ICH
Introduction	Study Assignment	0.1	1:14	1.0
ELO A (1)	Study Assignment	0.1	1:14	1.0
ELO B (1)	Study Assignment	0.2	1:14	2.0
ELO C (1)	Study Assignment	0.2	1:14	2.0
ELO D (1)	Study Assignment	0.2	1:14	2.0
ELO E (1)	Study Assignment	0.1	1:14	1.0
Summary	Study Assignment	0.1	1:14	1.0
	Lesson Subtotal:	1.0		10.0
	MRAD Subtotal:	1.0		10.0

Module: L / 1 **Lesson:** L653 / 1

Step	Method of Instruction	Time of Instruction	Instructor to Student	ICH
Introduction	Study Assignment	0.1	1:14	1.0
ELO A (1)	Study Assignment	0.2	1:14	2.0
ELO B (1)	Study Assignment	0.3	1:14	3.0
ELO C (1)	Study Assignment	0.3	1:14	3.0
Summary	Study Assignment	0.1	1:14	1.0
	Lesson Subtotal:	1.0		10.0
	MRAD Subtotal:	1.0		10.0

Module: L / 1 **Lesson:** L654 / 1

Step	Method of Instruction	Time of Instruction	Instructor to Student	ICH
Introduction	Study Assignment	0.1	1:14	1.0
ELO A (1)	Study Assignment	0.2	1:14	2.0
ELO B (1)	Study Assignment	0.2	1:14	2.0
ELO C (1)	Study Assignment	0.2	1:14	2.0
ELO D (1)	Study Assignment	0.2	1:14	2.0
Summary	Study Assignment	0.1	1:14	1.0
	Lesson Subtotal:	1.0		10.0
	MRAD Subtotal:	1.0		10.0

Course: 521-SQIM   **Version:** 1   **Delivery Group:** A   **Phase:** 1
Course Name: First Sergeant Course
Management Category: Distance Learning   **Preparation Date:** 28 Oct 2002
Status: Commandant Approved   **Optimum Class Size:** 140

Module: L / 1   **Lesson:** L657 / 1

Step	Method of Instruction	Time of Instruction	Instructor to Student	ICH
Introduction	Study Assignment	0.1	1:14	1.0
ELO A (1)	Study Assignment	0.4	1:14	4.0
ELO A (2)	Practical Exercise (Performance)	0.4	1:14	4.0
ELO B (1)	Study Assignment	0.3	1:14	3.0
ELO B (2)	Practical Exercise (Performance)	0.4	1:14	4.0
ELO C (1)	Study Assignment	0.5	1:14	5.0
ELO C (2)	Practical Exercise (Performance)	0.4	1:14	4.0
Summary	Study Assignment	0.1	1:14	1.0
	Lesson Subtotal:	2.6		26.0
	MRAD Subtotal:	2.6		26.0

Module: L / 1   **Lesson:** L658 / 1

Step	Method of Instruction	Time of Instruction	Instructor to Student	ICH
Introduction	Study Assignment	0.1	1:14	1.0
ELO A (1)	Study Assignment	0.6	1:14	6.0
ELO A (2)	Practical Exercise (Performance)	0.6	1:14	6.0
ELO B (1)	Study Assignment	0.6	1:14	6.0
Summary	Study Assignment	0.1	1:14	1.0
	Lesson Subtotal:	2.0		20.0
	MRAD Subtotal:	2.0		20.0

Module: L / 1   **Lesson:** L660 / 1

Step	Method of Instruction	Time of Instruction	Instructor to Student	ICH
Introduction	Study Assignment	0.1	1:14	1.0
ELO A (1)	Study Assignment	0.4	1:14	4.0
ELO A (2)	Practical Exercise (Performance)	0.3	1:14	3.0
ELO B (1)	Study Assignment	0.2	1:14	2.0
ELO B (2)	Practical Exercise (Performance)	0.3	1:14	3.0
ELO C (1)	Study Assignment	0.2	1:14	2.0
ELO C (2)	Practical Exercise (Performance)	0.2	1:14	2.0
ELO D (1)	Study Assignment	0.2	1:14	2.0
ELO D (2)	Practical Exercise (Performance)	0.2	1:14	2.0
ELO E (1)	Study Assignment	0.2	1:14	2.0
ELO E (2)	Practical Exercise (Performance)	0.2	1:14	2.0
ELO F (1)	Study Assignment	0.2	1:14	2.0
ELO F (2)	Practical Exercise (Performance)	0.2	1:14	2.0
Summary	Study Assignment	0.1	1:14	1.0
	Lesson Subtotal:	3.0		30.0
	MRAD Subtotal:	3.0		30.0

Course: 521-SQIM   **Version:** 1   **Delivery Group:** A   **Phase:** 1
Course Name: First Sergeant Course
Management Category: Distance Learning   **Preparation Date:** 28 Oct 2002
Status: Commandant Approved   **Optimum Class Size:** 140

Module: L / 1   **Lesson:** L661 1 / 1

Step	Method of Instruction	Time of Instruction	Instructor to Student	ICH
Introduction	Study Assignment	0.1	1:14	1.0
ELO A (1)	Study Assignment	0.2	1:14	2.0
ELO A (2)	Practical Exercise (Performance)	0.2	1:14	2.0
ELO B (1)	Study Assignment	0.2	1:14	2.0
ELO B (2)	Practical Exercise (Performance)	0.1	1:14	1.0
ELO C (1)	Study Assignment	0.2	1:14	2.0
ELO C (2)	Practical Exercise (Performance)	0.1	1:14	1.0
ELO D (1)	Study Assignment	0.2	1:14	2.0
ELO D (2)	Practical Exercise (Performance)	0.1	1:14	1.0
ELO E (1)	Study Assignment	0.2	1:14	2.0
ELO E (2)	Practical Exercise (Performance)	0.3	1:14	3.0
Summary	Study Assignment	0.1	1:14	1.0
	Lesson Subtotal:	2.0		20.0
	MRAD Subtotal:	2.0		20.0

Module: L / 1   **Lesson:** L664 1 / 1

Step	Method of Instruction	Time of Instruction	Instructor to Student	ICH
Introduction	Study Assignment	0.1	1:14	1.0
ELO A (1)	Study Assignment	0.1	1:14	1.0
ELO A (2)	Practical Exercise (Performance)	0.2	1:14	2.0
ELO B (1)	Study Assignment	0.1	1:14	1.0
ELO B (2)	Practical Exercise (Performance)	0.2	1:14	2.0
ELO C (1)	Study Assignment	0.1	1:14	1.0
ELO C (2)	Practical Exercise (Performance)	0.1	1:14	1.0
Summary	Study Assignment	0.1	1:14	1.0
	Lesson Subtotal:	1.0		10.0
	MRAD Subtotal:	1.0		10.0

Course: 521-SQIM   **Version:** 1   **Delivery Group:** A   **Phase:** 1
Course Name: First Sergeant Course
Management Category: Distance Learning   **Preparation Date:** 28 Oct 2002
Status: Commandant Approved   **Optimum Class Size:** 140

Module: L / 1   **Lesson:** L666 / 1

Step	Method of Instruction	Time of Instruction	Instructor to Student	ICH
Introduction	Study Assignment	0.1	1:14	1.0
ELO A (1)	Study Assignment	0.6	1:14	6.0
ELO A (2)	Practical Exercise (Performance)	0.4	1:14	4.0
ELO B (1)	Study Assignment	0.6	1:14	6.0
ELO B (2)	Practical Exercise (Performance)	0.4	1:14	4.0
ELO C (1)	Study Assignment	0.6	1:14	6.0
ELO C (2)	Practical Exercise (Performance)	0.4	1:14	4.0
ELO D (1)	Study Assignment	0.6	1:14	6.0
ELO D (2)	Practical Exercise (Performance)	0.4	1:14	4.0
ELO D (3)	Practical Exercise (Performance)	0.8	1:14	8.0
Summary	Study Assignment	0.1	1:14	1.0
	Lesson Subtotal:	5.0		50.0
	MRAD Subtotal:	5.0		50.0

Module: L / 1   **Lesson:** L667 / 1

Step	Method of Instruction	Time of Instruction	Instructor to Student	ICH
Introduction	Study Assignment	0.1	1:14	1.0
ELO A (1)	Study Assignment	0.2	1:14	2.0
ELO A (2)	Practical Exercise (Performance)	0.3	1:14	3.0
ELO B (1)	Study Assignment	0.2	1:14	2.0
ELO B (2)	Practical Exercise (Performance)	0.2	1:14	2.0
ELO C (1)	Study Assignment	0.2	1:14	2.0
ELO C (2)	Practical Exercise (Performance)	0.2	1:14	2.0
ELO D (1)	Study Assignment	0.2	1:14	2.0
ELO D (2)	Practical Exercise (Performance)	0.3	1:14	3.0
Summary	Study Assignment	0.1	1:14	1.0
	Lesson Subtotal:	2.0		20.0
	MRAD Subtotal:	2.0		20.0

Course: 521-SQIM   **Version:** 1   **Delivery Group:** A   **Phase:** 1
Course Name: First Sergeant Course
Management Category: Distance Learning   **Preparation Date:** 28 Oct 2002
Status: Commandant Approved   **Optimum Class Size:** 140

Module: L / 1   **Lesson:** L672 / 1

Step	Method of Instruction	Time of Instruction	Instructor to Student	ICH
Introduction	Study Assignment	0.1	1:14	1.0
ELO A (1)	Study Assignment	0.1	1:14	1.0
ELO B (1)	Study Assignment	0.1	1:14	1.0
ELO C (1)	Study Assignment	0.2	1:14	2.0
ELO D (1)	Study Assignment	0.1	1:14	1.0
ELO E (1)	Study Assignment	0.1	1:14	1.0
ELO F (1)	Study Assignment	0.1	1:14	1.0
ELO G (1)	Study Assignment	0.1	1:14	1.0
Summary	Study Assignment	0.1	1:14	1.0
	Lesson Subtotal:	1.0		10.0
	MRAD Subtotal:	1.0		10.0

Module: L / 1   **Lesson:** L673 / 1

Step	Method of Instruction	Time of Instruction	Instructor to Student	ICH
Introduction	Study Assignment	0.1	1:14	1.0
ELO A (1)	Study Assignment	0.2	1:14	2.0
ELO B (1)	Study Assignment	0.3	1:14	3.0
ELO C (1)	Study Assignment	0.3	1:14	3.0
Summary	Study Assignment	0.1	1:14	1.0
	Lesson Subtotal:	1.0		10.0
	MRAD Subtotal:	1.0		10.0

Module: L / 1   **Lesson:** L674 / 1

Step	Method of Instruction	Time of Instruction	Instructor to Student	ICH
Introduction	Study Assignment	0.1	1:14	1.0
ELO A (1)	Study Assignment	0.2	1:14	2.0
ELO B (1)	Study Assignment	0.3	1:14	3.0
ELO C (1)	Study Assignment	0.3	1:14	3.0
Summary	Study Assignment	0.1	1:14	1.0
	Lesson Subtotal:	1.0		10.0
	MRAD Subtotal:	1.0		10.0

Course: 521-SQIM **Version:** 1 **Delivery Group:** A **Phase:** 1
Course Name: First Sergeant Course
Management Category: Distance Learning **Preparation Date:** 28 Oct 2002
Status: Commandant Approved **Optimum Class Size:** 140

Module: P / 1 **Lesson:** P661 I / 1

Step	Method of Instruction	Time of Instruction	Instructor to Student	ICH
Introduction	Study Assignment	0.1	1:14	1.0
ELO A (1)	Study Assignment	0.4	1:14	4.0
ELO A (2)	Practical Exercise (Performance)	0.2	1:14	2.0
ELO B (1)	Study Assignment	0.4	1:14	4.0
ELO B (2)	Practical Exercise (Performance)	0.2	1:14	2.0
ELO C (1)	Study Assignment	0.4	1:14	4.0
ELO C (2)	Practical Exercise (Performance)	0.2	1:14	2.0
ELO D (1)	Study Assignment	0.3	1:14	3.0
ELO D (2)	Practical Exercise (Performance)	0.2	1:14	2.0
ELO E (1)	Study Assignment	0.3	1:14	3.0
ELO E (2)	Practical Exercise (Performance)	0.2	1:14	2.0
ELO F (1)	Study Assignment	0.2	1:14	2.0
ELO F (2)	Practical Exercise (Performance)	0.2	1:14	2.0
ELO G (1)	Practical Exercise (Performance)	0.6	1:14	6.0
Summary	Study Assignment	0.1	1:14	1.0
	Lesson Subtotal:	4.0		40.0
	MRAD Subtotal:	4.0		40.0

Module: R / 1 **Lesson:** R652 / 1

Step	Method of Instruction	Time of Instruction	Instructor to Student	ICH
Introduction	Study Assignment	0.1	1:14	1.0
ELO A (1)	Study Assignment	0.5	1:14	5.0
ELO B (1)	Study Assignment	0.5	1:14	5.0
ELO C (1)	Study Assignment	0.5	1:14	5.0
ELO D (1)	Study Assignment	0.5	1:14	5.0
ELO E (1)	Study Assignment	0.4	1:14	4.0
ELO F (1)	Study Assignment	0.4	1:14	4.0
Summary	Study Assignment	0.1	1:14	1.0
	Lesson Subtotal:	3.0		30.0
	MRAD Subtotal:	3.0		30.0

Module: R / 1 **Lesson:** R653 / 1

Step	Method of Instruction	Time of Instruction	Instructor to Student	ICH
Introduction	Study Assignment	0.1	1:14	1.0
ELO A (1)	Study Assignment	0.4	1:14	4.0
ELO B (1)	Study Assignment	0.4	1:14	4.0
Summary	Study Assignment	0.1	1:14	1.0
	Lesson Subtotal:	1.0		10.0
	MRAD Subtotal:	1.0		10.0

Course: 521-SQIM   **Version:** 1   **Delivery Group:** A   **Phase:** 1
Course Name: First Sergeant Course
Management Category: Distance Learning   **Preparation Date:** 28 Oct 2002
Status: Commandant Approved   **Optimum Class Size:** 140

Module: R / 1   **Lesson:** R656 / 1

Step	Method of Instruction	Time of Instruction	Instructor to Student	ICH
Introduction	Study Assignment	0.1	1:14	1.0
ELO A (1)	Study Assignment	0.3	1:14	3.0
ELO B (1)	Study Assignment	0.2	1:14	2.0
ELO C (1)	Study Assignment	0.2	1:14	2.0
ELO D (1)	Study Assignment	0.1	1:14	1.0
Summary	Study Assignment	0.1	1:14	1.0
	Lesson Subtotal:	1.0		10.0
	MRAD Subtotal:	1.0		10.0

Module: U / 1   **Lesson:** U652 / 1

Step	Method of Instruction	Time of Instruction	Instructor to Student	ICH
Introduction	Study Assignment	0.1	1:14	1.0
ELO A (1)	Study Assignment	0.2	1:14	2.0
ELO B (1)	Study Assignment	0.2	1:14	2.0
ELO C (1)	Study Assignment	0.2	1:14	2.0
ELO D (1)	Study Assignment	0.2	1:14	2.0
Summary	Study Assignment	0.1	1:14	1.0
	Lesson Subtotal:	1.0		10.0
	MRAD Subtotal:	1.0		10.0

Module: U / 1   **Lesson:** U653 / 2

Step	Method of Instruction	Time of Instruction	Instructor to Student	ICH
Introduction	Study Assignment	0.1	1:14	1.0
ELO A (1)	Study Assignment	0.2	1:14	2.0
ELO B (1)	Study Assignment	0.2	1:14	2.0
ELO C (1)	Study Assignment	0.2	1:14	2.0
ELO D (1)	Study Assignment	0.2	1:14	2.0
Summary	Study Assignment	0.1	1:14	1.0
	Lesson Subtotal:	1.0		10.0
	MRAD Subtotal:	1.0		10.0

Course: 521-SQIM   **Version:** 1   **Delivery Group:** A   **Phase:** 1
Course Name: First Sergeant Course
Management Category: Distance Learning   **Preparation Date:** 28 Oct 2002
Status: Commandant Approved   **Optimum Class Size:** 140

Module: U / 1   **Lesson:** U657 / 1

Step	Method of Instruction	Time of Instruction	Instructor to Student	ICH
Introduction	Study Assignment	0.0	1:14	0.0
ELO A (1)	Study Assignment	0.1	1:14	1.0
ELO A (2)	Practical Exercise (Performance)	0.1	1:14	1.0
ELO B (1)	Study Assignment	0.1	1:14	1.0
ELO B (2)	Practical Exercise (Performance)	0.1	1:14	1.0
ELO C (1)	Study Assignment	0.1	1:14	1.0
ELO C (2)	Practical Exercise (Performance)	0.1	1:14	1.0
ELO D (1)	Study Assignment	0.1	1:14	1.0
ELO D (2)	Practical Exercise (Performance)	0.1	1:14	1.0
ELO E (1)	Study Assignment	0.1	1:14	1.0
ELO E (2)	Practical Exercise (Performance)	0.1	1:14	1.0
Summary	Study Assignment	0.0	1:14	0.0
	Lesson Subtotal:	1.0		10.0
	MRAD Subtotal:	1.0		10.0

Module: U / 1   **Lesson:** U661 / 1

Step	Method of Instruction	Time of Instruction	Instructor to Student	ICH
Introduction	Study Assignment	0.1	1:14	1.0
ELO A (1)	Study Assignment	0.6	1:14	6.0
ELO B (1)	Study Assignment	0.6	1:14	6.0
ELO C (1)	Study Assignment	0.6	1:14	6.0
Summary	Study Assignment	0.1	1:14	1.0
	Lesson Subtotal:	2.0		20.0
	MRAD Subtotal:	2.0		20.0

Module: U / 1   **Lesson:** U664 / 1

Step	Method of Instruction	Time of Instruction	Instructor to Student	ICH
Introduction	Study Assignment	0.1	1:14	1.0
ELO A (1)	Study Assignment	0.4	1:14	4.0
ELO B (1)	Study Assignment	0.4	1:14	4.0
ELO C (1)	Study Assignment	0.5	1:14	5.0
ELO D (1)	Study Assignment	0.5	1:14	5.0
Summary	Study Assignment	0.1	1:14	1.0
	Lesson Subtotal:	2.0		20.0
	MRAD Subtotal:	2.0		20.0

Module: U / 1   **Lesson:** U665 / 1

Step	Method of Instruction	Time of Instruction	Instructor to Student	ICH
Introduction	Study Assignment	0.1	1:14	1.0
ELO A (1)	Study Assignment	0.1	1:14	1.0
ELO B (1)	Study Assignment	0.1	1:14	1.0
ELO C (1)	Study Assignment	0.2	1:14	2.0
ELO D (1)	Study Assignment	0.2	1:14	2.0
ELO E (1)	Study Assignment	0.2	1:14	2.0
Summary	Study Assignment	0.1	1:14	1.0
	Lesson Subtotal:	1.0		10.0
	MRAD Subtotal:	1.0		10.0

Module: U / 1   **Lesson:** U667 / 1

Step	Method of Instruction	Time of Instruction	Instructor to Student	ICH
Introduction	Study Assignment	0.1	1:14	1.0
ELO A (1)	Study Assignment	0.3	1:14	3.0
ELO B (1)	Study Assignment	0.3	1:14	3.0
ELO C (1)	Study Assignment	0.2	1:14	2.0
Summary	Study Assignment	0.1	1:14	1.0
	Lesson Subtotal:	1.0		10.0
	MRAD Subtotal:	1.0		10.0

Module: W / 1   **Lesson:** W652 / 1

Step	Method of Instruction	Time of Instruction	Instructor to Student	ICH
Introduction	Study Assignment	0.1	1:14	1.0
ELO 1 (1)	Study Assignment	0.1	1:14	1.0
ELO 2 (1)	Study Assignment	0.1	1:14	1.0
ELO 3 (1)	Study Assignment	0.1	1:14	1.0
ELO 4 (1)	Study Assignment	0.1	1:14	1.0
ELO 5 (1)	Study Assignment	0.1	1:14	1.0
ELO 6 (1)	Study Assignment	0.1	1:14	1.0
ELO 7 (1)	Study Assignment	0.1	1:14	1.0
ELO 7 (2)	Practical Exercise (Performance)	0.6	1:14	6.0
Summary	Study Assignment	0.1	1:14	1.0
	Lesson Subtotal:	1.5		15.0
	MRAD Subtotal:	1.5		15.0

Course: 521-SQIM   **Version:** 1   **Delivery Group:** A   **Phase:** 1
Course Name: First Sergeant Course
Management Category: Distance Learning   **Preparation Date:** 28 Oct 2002
Status: Commandant Approved   **Optimum Class Size:** 140

Module: W / 1   **Lesson:** W655 / 1

Step	Method of Instruction	Time of Instruction	Instructor to Student	ICH
Introduction	Study Assignment	0.1	1:14	1.0
ELO A (1)	Study Assignment	0.3	1:14	3.0
ELO B (1)	Study Assignment	0.3	1:14	3.0
ELO C (1)	Study Assignment	0.2	1:14	2.0
Summary	Study Assignment	0.1	1:14	1.0
	Lesson Subtotal:	1.0		10.0
	MRAD Subtotal:	1.0		10.0

Module: W / 1   **Lesson:** W661 / 1

Step	Method of Instruction	Time of Instruction	Instructor to Student	ICH
Introduction	Study Assignment	0.1	1:14	1.0
ELO A (1)	Study Assignment	0.9	1:14	9.0
ELO B (1)	Study Assignment	1.0	1:14	10.0
ELO C (1)	Study Assignment	0.9	1:14	9.0
Summary	Study Assignment	0.1	1:14	1.0
	Lesson Subtotal:	3.0		30.0
	MRAD Subtotal:	3.0		30.0

Module: W / 1   **Lesson:** W663 / 2

Step	Method of Instruction	Time of Instruction	Instructor to Student	ICH
Introduction	Study Assignment	0.1	1:14	1.0
ELO A (1)	Study Assignment	0.9	1:14	9.0
ELO B (1)	Study Assignment	0.9	1:14	9.0
Summary	Study Assignment	0.1	1:14	1.0
	Lesson Subtotal:	2.0		20.0
	MRAD Subtotal:	2.0		20.0

Module: W / 1   **Lesson:** W664 / 1

Step	Method of Instruction	Time of Instruction	Instructor to Student	ICH
Introduction	Study Assignment	0.1	1:14	1.0
ELO A (1)	Distance Learning	0.2	1:14	2.0
ELO B (1)	Distance Learning	0.2	1:14	2.0
ELO C (1)	Distance Learning	0.2	1:14	2.0
ELO C (2)	Practical Exercise (Performance)	1.5	1:14	15.0
Summary	Study Assignment	0.2	1:14	2.0
	Lesson Subtotal:	2.4		24.0
	MRAD Subtotal:	2.4		24.0

Course: 521-SQIM   **Version:** 1   **Delivery Group:** A   **Phase:** 1
Course Name: First Sergeant Course
Management Category: Distance Learning   **Preparation Date:** 28 Oct 2002
Status: Commandant Approved   **Optimum Class Size:** 140

Totals - Time of Instruction -	**Lesson:**	59.5	ICH -	**Lesson:**	595.0
	MRAD:	59.5		**MRAD:**	595.0
	Delta:	0.0			0.0

Course: 521-SQIM   **Version:** 1   **Delivery Group:** A   **Phase:** 1
Course Name: First Sergeant Course
Management Category: Distance Learning   **Preparation Date:** 28 Oct 2002
Status: Commandant Approved   **Optimum Class Size:** 140

Headquarters Memorandum

None

Course: 521-SQIM   **Version:** 1 **Delivery Group:** A **Phase:** 1
Course Name: First Sergeant Course
Management Category: Distance Learning **Preparation Date:** 28 Oct 2002
Status: Commandant Approved   **Optimum Class Size:** 140

Memo of Transmittal

None

Course: 521-SQIM   **Version:** 1   **Delivery Group:** A   **Phase:** 1
Course Name: First Sergeant Course
Management Category: Distance Learning   **Preparation Date:** 28 Oct 2002
Status: Commandant Approved   **Optimum Class Size:** 140

INFORMATION REQUIRED TO DOCUMENT
DISTANCE LEARNING (DL) TRAINING FOR
THE ARMY TRAINING REQUIREMENTS AND RESOURCES SYSTEM (ATRRS)

1. **General Information:** (Applicability – These procedures apply to "Army related, directed training, quota managed courses as defined in The Army Distance Learning Program Campaign Plan".)

   a. In order to be designated as a DL course or phase, the course or phase must be designed to be presented totally to a remote learner using one or more technique(s) for delivery appropriate for DL learners, i.e., Computer Based Instruction, CBI, video-teletraining, simulation, or internet/web-based training.

   b. Courses or phases that contain some DL techniques for delivery are considered partial DL and will be identified in ATRRS with appropriate select codes.

   c. DL may involve both synchronous and asynchronous student-instructor interaction. It also may involve self-paced instruction with limited access to an instructor.

   d. The use of lessons that apply DL technology internal to a resident course/phase/module does not mean that the phase/module should be designated as DL. For example, conducting a two-hour VTT in the middle of a resident training module does not make that module a DL module. Administering CBI lessons in a computer lab during resident training does not make the course a DL course. This is simply a method of instruction just as conference or demonstrations are methods of instruction.

   e. For DA directed, quota-managed courses, ATRRS will be the system for registration.

2. **Definitions:**

   a. ACADEMIC HOUR (60 minutes): The amount of instruction the average student can complete in 50 minutes plus an allowance of an average of 10 minutes for administrative/break time per each 50-minute segment.

   b. ACADEMIC TIME: Total number of academic hours (length of time) actually required to present training. Includes conduct of training, testing students, and conducting after action reviews.

   c. TRAINING TIME: Time for a student to complete the DL course/phase. Includes administrative time. Program of instruction (POI) time equals training time.

Course: 521-SQIM   **Version:** 1   **Delivery Group:** A   **Phase:** 1
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    d. Maximum Time to Complete: This is the maximum time we will allow a student to complete a phase which has self-paced instruction. It is defined as 130 percent of the computed academic time for the self-paced instruction plus, in the case of max phase time, any non-self-paced training in the phase. The 30 percent add-on time allows for scheduling difficulties beyond the control of the learner or instructor.

    e. COURSE: A complete series of instruction units (phases, modules, and lessons) identified by a common title or number.

    f. COURSEWARE (as it pertains to DL): An actual instructional package (including content and technique) loaded in a computer, training device, or other instructional delivery system.

3. **Required Information:** For each course/phase that contains DL, provide answers to the following questions: to whom, how, when, and where training will be provided. In order for TOMA analysts to completely and accurately document courses in ATRRS, this information must be submitted as part of the Training Requirement Analysis System document or within the letter of transmittal, whichever is more appropriate.

    a. Describe the course implementation plan by providing the following information:

        (1) What is the phase level course map, i.e., course or phase sequence? For example, does phase 1 have to be completed before attending phase 2? The First Sergeant's Course is conducted in two phases. Phase I is administered asynchronously for all Regular Army and Reserve Component students via distance learning. The Army Training Support (ATSC) will send the phase I pre-resident training packet to all students in a reservation status on ATRRS for TATS-FSC. ATSC will ensure that students receive the packet at least 60 days prior to the start of phase II. Phase I consists of 70.2 academic hours and must be successfully completed in 60 days. The phase I pre-resident training packet is individual, self-paced independent study. It requires students to research various subject areas on their own. Students must demonstrate mastery of phase I subject areas prior to attending phase II by testing online at http://www.atsc.army.mil/accp/aipd.htm.

        (2) Can the student take/be enrolled in more than one phase at a time, i.e., one phase is not a prerequisite for another phase? For example, phase 1 and phase 2 simultaneously? No

        (3) How is each course/phase to be delivered; that is what media is used? CD-ROM Does the course require courseware distribution to the student? Yes

        (4) Is this training synchronous or asynchronous? Asynchronous

(5) Where will the training be conducted?
Soldiers home station

b. Can this quota-managed course/phase also be taken by a student as stand-alone training as self-development or self-motivational training (i.e., for sustainment, refresher, or personal improvement)? Self Directed

c. How long does a soldier have to complete the DL course/phase? (Important when looking at the follow-on courses/phases).

(1) What are the academic hours for the course/phase? 70.2

(2) What is the length of training in hours? 70.2
Training hours equal total hours of the POI (includes administrative hours).

(3) What is the "maximum allowable time to completion?" 60 days
State the limit on the time allowed to complete the course/phase in order to schedule follow-on phase(s). The "maximum allowable time to completion" will allow accurate scheduling of DL phase and ensure instruction is completed in a timely fashion, especially when one phase is the prerequisite for subsequent training or expected job performance.

(4) What is the maximum delay time between phases? Must have completed phase 1 no more than 2 years ago
The maximum delay time will decrease the likelihood of skill decay and the need for remediation at the follow-on phase. If phase 2 is a prerequisite to phase 3, and the student completed phase 2 xx years ago; is that too long a period of time? Give a time. For example, "Must have completed phase 2 no more than one year ago." The maximum delay time should be no greater than 60-90 days (but may be shorter based upon the perishable nature of the skills.) Justification should be provided during the TRAS document submission for a between phase time of less than 60 days or greater than 90 days.

d. Does this course/phase replace another course/phase? No
If so, identify the course/phase. Must both versions of the courses/phases be available in ATRRS for a period of time? How long, one year?
No data for this field.

e. Is the courseware exempt from Section 508? No
If so, this exemption is based on what? If not, what is the school's strategy for Section 508 compliance?
No data for this field.

f. Is special equipment required to support the delivery of this DL course/phase?
No
Is yes, then specify the equipment.
No data for this field.